IT Project Manager (ITS6)

$ 5,535 - $ 7,258 (Monthly) Range 70 - Plus a Comprehensive Benefits Package!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual for an Information Technology Specialist 6 position, located at the Department of Corrections Headquarters, in Tumwater, Washington.

APPLICATION PROCESS:
IN ORDER TO BE CONSIDERED FOR THIS POSITION, WHEN APPLYING, YOU MUST INCLUDE A LETTER OF INTEREST EXPLAINING IN DETAIL HOW YOU MEET THE REQUIRED AND DESIRED QUALIFICATIONS OF THIS POSITION AS OUTLINED IN THIS RECRUITMENT.

Agency Profile:
The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission: To Improve Public Safety.

DOC offers:
- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 9,000 staff and has a biennial budget of approximately $1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

As a member of the Information Technology (IT) Project Management Office (PMO), this position is the designated highest level authority on Project Management methodology at DOC (PMDOC). The position develops guidance and training on advanced project management methods and standards. Collaborate, develop and publish guidance, templates, tools, policy and procedures that support the DOC project management methodology (PMDOC). Develop detailed, in-depth workshops, and supporting materials to educate and train IT and non-IT professionals in the use of the PMDOC Methodology addressing both beginning and advanced curriculums. Materials may be prepared in different formats (paper or electronic) and may include MS PowerPoint, Visio, SharePoint, or other web standards suitable for e-Learning. Materials may be delivered in person by giving group presentations or prepared for online access. Evaluate the effectiveness of project trainings and material in order to identify and implement improvements to subsequent training programs.

Manage all aspects of the project according to the Project Management at DOC (PMDOC) Methodology. Manage project activities through project lifecycle: initiating, planning, executing, monitoring and controlling, and closing. Projects range in size from medium to large, enterprise-wide, complex, involve significant risks and impacts, or are highly visible throughout the organization. Coordinate and collaborate effectively with DOC executives, business analysts, technical staff, and stakeholders for the purpose of establishing charters, plans, collecting business requirements, establishing and tracking schedules, tasks, milestones, issues, risks, decisions, performance measures, reports and results.

Deliver expert consultation to agency IT managers, project managers, project sponsors, and project teams by providing tools, best practices and strategies relative to IT operations or IT projects. Provide IT project management support to critical DOC projects. Mentor and train IT staff and other DOC business

professionals (in both formal and informal venues) to complete selected projects successfully from project initiation through closure. This position is also designated back up for the agency IT Portfolio. Gather IT data and report annually to DIS according to Information Service Board standards. Maintain agency delegated IT spending authority. Track and report performance measures for the Project Management Office. Develop metrics and measures to track trends and benchmarks. Complete risk assessments to designate oversight levels and consult with project managers to complete IT investment plans. Evaluate projects for quality assurance needs and assist with procurement of QA services as needed. Assist with 904 Consultation Requests and Decision Packages.

Qualifications

REQUIRED QUALIFICATIONS:
- Five (5) years of information technology experience such as consulting, analyzing, designing, programming, installing and/or maintaining computer software applications, hardware, telecommunications, or network infrastructure equipment, directing projects, providing customer or technical support in information technology, or administering or supervising staff that performed work in any of these information technology disciplines.

- Project Management: Develop and maintain project plans, schedules, and deliverable artifacts. Balance competing demands and priorities for resource and negotiate scope of responsibilities of staff assigned as resource for the project. Effectively strategize and plan all stages of a project, from initiating through closing. Effectively identify and mitigate issues and risks to project quality, schedule and cost with appropriate level of urgency and sensitivity.

- Project/team leadership: Coordinate and lead cohesive workgroups, creating a cooperative and productive environment with open communications to develop and implement plans. Regularly evaluate the work performed to ensure it is aligned with the project/program direction. Facilitate discussions among stakeholders to find common ground for solutions among diverse interests. Establish clear, realistic, measurable goals and objectives to ensure others understand the direction, deadlines, and expected outcomes or products. Develop reasonable performance standards and means of evaluating outcome quality. Evaluate overall project progress or program effectiveness, ensuring performance standards are upheld and met. Resolve problems quickly and efficiently with minimal negative impact. Provide viable options when needed.

- Project resources and budget: Accurately assess program/project resource requirements and prepare a practical budget that accounts for those requirements. Regularly reevaluate needs in reference to resources and budget limitations, accurately tracking expenditures, and adjust allocation of resources accordingly. Achieve balance between resource and budget requirements.

- Project communication: Excellent communication skill, written and verbal, and interpersonal. Clearly and effectively communicates with Executive sponsors, Senior IT management, project stakeholders, individuals and groups within and outside of the organization. Present successful briefings to management and oversight bodies. Employ expertise, credibility, and effective partnering to help co-workers identify, evaluate, and resolve complex or sensitive issues, problems, and project needs.

- Formal reports and documentation: Gather, analyze and present information for feasibility studies, progress reports, project plans, project risks, project issues and progress reports that are focused and organized. Present complex information in a written format that flows well and effectively translates complex or technical concepts into messages lay persons can readily understand and grasp.

- Computer Applications: Knowledge, skills, and abilities are both general and specific to the information technology field. Demonstrated proficiency in Microsoft Office product suite including Word, Excel, PowerPoint and MS Project. Able to create Gantt charts, graphs and tables and use Visio diagramming.

- Mentoring others: Effectively mentor and coach others while carrying a workload. Develop and deliver training using a variety of methods that includes classroom, self-study, and computer-based eLearning methods.

DESIREABLE TECHNICAL KNOWLEDGE/SKILLS:
- Advanced skill using Microsoft Project software
- Experience in strategic and tactical IT planning

- System life cycle, scoping, design, construction, implementation, support, documentation, training, review, and system development projects.
- Interacting with and leading a self-directed work team

DESIREABLE KNOWLEDGE OR SKILL:
- Understand software applications development life cycle
- Customer Support/Help Desk Techniques
- Business analysis and process design, re-engineering, organizational development
- Familiar with network architecture and IT support services
- Project Management Institute Project Management Body of Knowledge.
- Contract management
- Knowledge of DOC core IT systems

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:
- Must pass NCIC criminal history background check.
- Possess a valid Washington state driver's license.
- Required to sign and comply with the IT Confidentiality Agreement.
- May require altering the normal schedule and/or working more than 40 hours per week in accordance with DOC Policy 825.010.
- Fast paced environment and high stress situations with competing priorities and deadlines.
- May require statewide travel with overnight stay to meet with customers and managers.
- Must provide off-hours information for emergency contact.
- Must have regular and predictable work attendance.
- Perform work in an "open concept" environment (low cubicle walls) for extended periods of time.
- Must abide by applicable policies and procedures of building/facility.
- Drive or ride in a state owned vehicle for four (4) or more hours with intermittent breaks.

Special Notes
Please consider the following when deciding whether to apply for this opportunity:
- Position requires performing Essential Functions in an "open concept" (low walls) environment;
- Position requires flexibility with changes to work schedule due to need for incident response.
- Position requires providing off-hours contact information for emergencies;
- All Department of Corrections' employees are fingerprinted for a criminal history background check; and
- All DOC facilities are smoke and/or tobacco free.

You must also complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within www.careers.wa.gov.

Other Information
Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: http://www.doc.wa.gov/jobs/benefitssummary.asp.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email clvanderhule@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:
1. Go to http://careers.wa.gov/SearchAndApply.htm.

2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter NB00020557* and click on Start Search.

5. Click on the link IT Project Manager, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.

6. Click through all the tabs along the top to complete your application and a questionnaire.

7. Attach your current resume through the **Attachments** tab.

8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at http://careers.wa.gov/help/.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.